

.

Class Specifications
for the Class:

SCHOOL CUSTODIAL SERVICES SUPERINTENDENT

Duties Summary:

Coordinates, plans, and provides custodial services for all public schools; instructs custodians in work methods and maintains work standards; advises school principals in all matters concerning custodial services; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for assisting in the overall direction of custodial work in the public schools. It involves significant supervisory responsibilities as well as responsibility for testing and recommending the purchase of custodial equipment and janitorial supplies.

Typical Duties:

Advises school principals in planning and directing the work of custodians; assists principals in the selection of custodial personnel, materials, supplies, and equipment; schedules and assigns the work of teams of custodians and welfare workers assigned to the schools; assigns substitute custodians to schools in the absence of regularly assigned custodians; plans, schedules, and assigns the work of power mower operators; directs the operations of the power mover repair shop; instructs custodians in work methods; maintains work standards and safety practices among the custodial force; assists superior in estimating budgetary needs regarding custodial equipment and services; directs the work of maintaining school grounds; tests and recommends the purchase of custodial equipment and janitorial supplies.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; methods, techniques and practices used in maintaining and cleaning public buildings, grounds and landscaped areas; proper

use and maintenance of tools, equipment and supplies used in custodial work; pertinent safety practices.

Ability to: Plan, assign, and supervise the work of others; instruct others in cleaning and maintaining buildings and grounds; maintain safety standards; interpret and give oral and written instructions; prepare written reports; maintain records; deal tactfully and effectively with others.

- - - - -

This is an amendment to the class School Custodial Services Superintendent which was adopted from the City and County of Honolulu in the transfer of school positions in the several counties to the State effective September 1, 1967.

APPROVED: April 30, 1969

(Mrs.) EDNA TAVARES TAUFASAU
Director of Personnel Services